

Sun Prairie Area School District

Board Procedures

BOARD PROCEDURE 3

PUBLIC PARTICIPATION AT BOARD MEETINGS

Adopted by the School Board:

April 25, 1997

Revised by the School Board:

December 19, 1998; January 8, 1996; October 11, 1999;

May 14, 2007; May 26, 2009; September 27, 2021;

September 11, 2023

LEGAL REF.:

Chapter 19, Wisconsin Statutes

1. As a representative body of the District the Board is committed to engaging our community through multiple means, including productive interaction at regular and publicly posted Board meetings and ensuring that all persons who wish to speak to the Board may be heard and treated fairly.

2. During bi-monthly Regular Board Meetings, the Board shall schedule time in their agenda for general public comment on Non-Agenda Related Items and on Matters Reserved for Board Action at the time they are addressed by the Board during the meeting:

3. Comments will follow the procedure outlined below.

4. The Board President or presiding officer shall be responsible for recognizing speakers in the order in which they registered and maintaining order at the meeting.

5. In order to protect the Board's legal obligation to be unbiased decision makers for employment decisions, the Board shall not hear complaints against school personnel in public sessions. These should be addressed via District policy BDDI and accompanying procedures BDDI-R (1) and R (2).

6. In order to assure that all persons who wish to speak to the Board may be heard and treated fairly, and at the same time conduct its meetings efficiently, the Board adopts the following procedures:

a. All commenters must be a resident of the District, staff member of the District, student of the District or parent/caregiver of a student who is enrolled in the District.

b. Anyone wishing to submit a comment or speak during the public

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comment period or on a Matter Reserved for Board Action must complete and give a Public Comment Registration Form for each topic they wish to address to the Board Clerk or their designee prior to the meeting being called to order. Persons wishing to speak may also indicate their desire to do so by submitting a written public comment via the District website by 12:00 p.m. on the date of the meeting and indicating on the form that they would like to speak. In addition, anyone speaking must state their name prior to addressing the Board. All comment forms will be included as attachments to the official minutes of the meeting with residential addresses redacted.

c. The public comment period shall either include at least 10 individual speakers or extend for 30 actual minutes (with a 3-minute limit per speaker and a limit of one comment per speaker), whichever limitation permits the greatest total number of speakers. The Board may extend the total duration of a public comment period at any meeting by a majority vote.

d. The Wisconsin Open Meetings Law requires that Board members not discuss topics, respond to questions, take action or otherwise engage in conversation related to items that are not listed on the Board's agenda so therefore Board members shall withhold comment in response to any public comments and not engage in substantive discussion with a commenter.

e. Any of the above procedural rules may be suspended by approval of a majority of the Board.

7. Residents of the District, staff of the District, students of the District and parents/caregivers of students in the District also have the ability to submit a written public comment only for either Non-Agenda Related Items or Matters Reserved for Board Action following the guidelines below:

a. Anyone wishing to submit a written public comment does not need to be present at a Board meeting in order to submit a comment.

b. Written public comments must be received by 12:00 p.m. the day of the meeting in order to be recognized for that meeting and must be submitted via the link on the Board webpage ("Click Here to Submit Written Public Comment").

c. The commenter must include their first and last name, residential address

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and affirm that they are a resident of the District, staff member of the District, student in the District or a parent/caregiver of a student who is enrolled in the District.

d. Written public comments will not be read aloud during Board meetings, however all timely submitted public comments will be shared with Board members and the public prior to the meeting, and will become part of the permanent record of meeting minutes with residential addresses redacted.